

CMS Net

Electronic Post It Notes

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Electronic Post It Notes

Electronic Post It Notes

The Electronic Post It Note option allows a user to enter, edit, print or delete a SHORT note on a client's record. This option provides a way to alert another user of issue(s) associated to the case. Example: over 40k, turning 21 check b-day or client deceased do not contact family. This does not replace the narrative or comment function.

Important Note

Electronic Post It Notes are NOT a legal part of the record. All Electronic Post It Note entries can be viewed, edited or deleted by anyone within the client's legal county.

Electronic Post It Notes, Continued

**To Enter
Electronic Post
It Notes**

The Electronic Post It Notes prompt displays immediately after the Patient Identification screen on all menu options other than the Electronic Post It Notes option.

Users may also access the Electronic Post It Notes option directly from the Primary, Eligibility and Event Tracking menus.

Step	Action
1	Type “EV” for <i>Event Tracking</i> .
2	Press <Enter>
3	Type “E” for <i>Electronic Post It Notes</i> .
4	Press <Enter>.

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Electronic Post It Notes, Continued

Identify Patient

After pressing <Enter>, the Patient Identification Screen, CMSPI-10 appears.

CMSNET	PATIENT IDENTIFICATION FOR Electronic Post it Notes	CMSPI-10
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Enter one of the following identifiers:

CCS Number:

Pt Name:

Birthdate: Gender:

Client Index Number:

Social Security Number:

For instructions to identify the client, see the Patient ID section of this manual.

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Electronic Post It Notes, Continued

After selecting the client, the following screen appears:

CMS TEST		ELECTRONIC POST-IT NOTES		CMSEPN-10	
Pt Nm: XXXXXXXXX1XXXXXXXX2XXXXXXXX3XXXXXXXX4		CCS#: 9999999		CIN: 99999999X 9	
Gender: X		DOB: 99/99/9999		Lgl Co: XXXXXXXXX1	
		REG=XXXXXXXXXX		MED=X	
				F/R=X	
Note		Date		User	
1 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	
2 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	
3 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	
4 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	
5 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	
6 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	
7 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	
8 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	
9 XX		99/99/9999		XXXXXXXXXXXXXXXXXX	

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Electronic Post It Notes, Continued

Step	Action
1	The cursor defaults on the first line. Enter <A> for adding a new line of free text. <A> can be entered in lower case or upper case text. Up to 42 characters.
2	Pressing <Enter> to begin entering text. When you have completed the entry press <Enter> and your cursor will jump to the next line to add additional text. The current date and user name auto populates after saving the entry.

Important Note

Each line is considered as standalone. Entries are to be kept brief. Comments or narratives can be utilized to provide more detailed information about the case.

After you complete typing the Electronic Post It Note, do the following:

Step	Action
1	Press <F2> action menu key

Electronic Post It Notes, Continued

The following prompt appears:

Select One:

() Save

() Print

() Delete

() Cancel

[Quit]

**To Save the
Electronic Post
It Note**

This option allows a user to save all Electronic Post it Notes.

To save the Electronic Post it Note, do the following:

Step	Action
1	Press Up Arrow key highlight <Save>.
2	Press <Enter>.
3	After pressing <Enter>, the user will return to the previous menu:

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Electronic Post It Notes, Continued

To Edit an Electronic Post It Note

After selecting a client for the first time on the Patient Identification screen from any menu option, *with the exception of the Electronic Post it Notes*, the following prompt will appear:

Would you like to view the Electronic Post It Note?:

- (?) NO
- () YES
- () QUIT

Step	Action
1	Press <Enter> to bypass the Electronic Post It Note screen. By selecting the default of NO the user to the option selected from the menu.
2	Press Down Arrow to select YES to access the Electronic Post It Note screen.
3	Press Down Arrow to select QUIT to return back to the Patient Identification screen for selecting a different client.

Press the down arrow select **YES**. Press <Enter> to access the Electronic Post It Note screen. To add, edit and/or delete any line move the cursor beside the number associated to the line and enter the appropriate letter. Text can be entered similarly to word processing with some limited editing functions.

Enter the letter <A> to add a line

Enter the letter <E> to edit a line.

Enter the letter <D>to delete a line.

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Electronic Post It Notes, Continued

CMS TEST	ELECTRONIC POST-IT NOTES	CMSEPN-10
Pt Nm: XXXXXXXX1XXXXXXXX2XXXXXXXX3XXXXXXXX4 CCS#: 9999999 CIN: 99999999X 9 Gender: X DOB: 99/99/9999 Lgl Co: XXXXXXXX1 REG=XXXXXXXXX MED=X F/R=X		
Note	Date	User
1 XX	99/99/9999	XXXXXXXXXXXXXXXXXX
2 XX	99/99/9999	XXXXXXXXXXXXXXXXXX
3 XX	99/99/9999	XXXXXXXXXXXXXXXXXX
4 XX	99/99/9999	XXXXXXXXXXXXXXXXXX
5 XX	99/99/9999	XXXXXXXXXXXXXXXXXX

Step	Action
1	Press <F2> Action Menu to Save, Cancel, Delete or Print the Electronic Post It Note(s), OR Press <Enter> to edit or add additional lines.

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Electronic Post It Notes, Continued

To Print the Electronic Post It Note

This option allows a user to print all Electronic Post it Notes.
To print the Electronic Post it Note, do the following:

Step	Action
1	Press <F2> action menu key from the Electronic Post it Note screen
2	Press Up Arrow key to highlight <Print>.
3	Press <Enter>.
4	After pressing <Enter>, the device screen will display: After printing the Electronic Post It Note screen will redisplay for making additional changes or additions.

Electronic Post It Notes	
Pt Nm: MILLER,ALESSANDRA D	CCS#: 3273907 CIN: 94974806C 7
Gender: F DOB: 07/18/1988 Lgl Co: SUTTER REG= ACTIVE MED= F/R= E	
1 Testing line one of the post it notes	01/13/2005 RUNDALL,JULIE
2 This is line two of the post it notes	01/13/2005 RUNDALL,JULIE
3 Each line is independent of one another	01/13/2005 RUNDALL,JULIE
x Press ENTER to continue	x
x (?) Press Enter	x

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Electronic Post It Notes, Continued

To Delete the Electronic Post It Note

This option allows a user to delete **ALL** Electronic Post it Notes.
To delete the Electronic Post it Note, do the following:

Step	Action
1	Press <F2> action menu key from the Electronic Post it Note screen
2	Press Up Arrow key to highlight <Delete>. This will delete ALL Electronic Post It Notes on this case. This action is irreversible.
3	Press <Enter>.

After pressing <Enter>, the following prompt appears:

```
All entries will be deleted.
Are you sure you want to DELETE?

( ) NO
(?) YES
```

Step	Action
1	Press the down arrow to select YES to delete ALL Electronic Post It Note entries. After selecting the YES prompt and pressing <Enter>, all lines will be deleted and the cursor appears on the first blank line. Press <Enter> to select NO to quit the deletion process and return to first line for editing.

Important Note

Be careful using this option. After the Electronic Post It Notes have been deleted there is no option to restore deleted entries.

Electronic Post It Notes, Continued

**To Cancel the
Electronic Post
It Note**

This option allows a user to cancel all edits to existing Electronic Post it Note entries.

To cancel the Electronic Post it Note edits, do the following:

Step	Action
1	Press <F2> action menu key from the Electronic Post it Note screen
2	Press Up Arrow key to highlight <Cancel>. This will cancel any additions or edits made in the screen.
3	Press <Enter>.

After selecting Cancel and pressing <Enter>, the previous menu will display and all edits will be removed.

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